Metrc Experience Scenario

Creating, moving, and Harvesting Plants
Welcome to the Metrc Experience Plants Scenario for Oregon. The goal of this scenario is to walk you through how to create an immature plant batch from a package of immature plants and then showing you how to move the plants through the growth cycle, and recording a harvest of those plants.

Additionally, we will record waste and packages against the harvest and mark it as finished. After this scenario, you should be able to create plants and record changes in the system associated with those plants, and record a harvest.

Note: This scenario is not a substitution for reading and understanding the applicable laws, rules, and regulations related to the legal operation of your recreational marijuana facility or facilities. Make sure that you read and understand the rules and are properly trained prior to performing any function in your facility’s Metrc account.
Step 1: Find the Package of Immature Plants and Create Plantings

- When you first log-in, click on the packages button at the top.
- When the page loads, click on the “Active” tab.
- When the tab loads, find the package of immature plants, click it to highlight the package.
- With the package highlighted, click on “Create Plantings”.

![Image of plant management software interface showing steps to find and create plantings from an immature package.]
Step 2: Create the Plant Batch

- Fill in the requested information for the plant batch: quantity, group name (default group name is set to the package number), strain, plant type, plant count, planting and unpacking dates.

- Note that the plant count and quantity pulled from the package should always be the same number.

- Once the information is filled in, click on the “Create Plantings Button.”
Step 3: Destroy some plants in the plant batch

- Once the plants are created, they will appear in your immature plant list. Click on the plants button at the top.
- When the page loads, click on the immature tab.
- Find the plant batch you created in the previous step, click to highlight it.
- Let’s say 5 plants have died since planting them. We will record those as destroyed plants. Click on the “Destroy Plants” button.
Step 3: Destroy Some plants in the plant batch (continued)

- When the pop up window appears fill out the requested information:

- Fill in the plant count as 5, select the destroyed date and a note about what happened. In this case, the plants died so we will write “Plants died”.

- Once everything is filled in, click on the green “Destroy Plants” button.
Step 4: Change growth phase to Vegetative

- Now that we’ve destroyed those 5 plants, we have 15 plants left. Those 15 plants are now 24 inches or taller but are not yet flowering, so we are going to move them to the vegetative phase.
- Click on the plant batch to highlight it.
- Click on the “Change Growth Phase” button.
Step 4: Change growth phase to Vegetative (Continued)

- When the pop-up window appears, fill in the requested information. Fill in the number of plants you are moving over, in this case, 15 plants.

- Select the starting tag number. You can do this by starting to type in a number into the starting tag line. A drop down list will appear with the tags available.
  
  - You can also click on the search glass button to bring up a list of available tags.

- Fill in the growth phase the plants are moving to. In this case Vegetative. The date and location at your facility that these plants will move to.

- Once all of this is filled in, click on the “Change Phase” Button.
Step 5: Change Vegetative Plants to Flowering Phase

- Now we will move those plants that we just moved to Vegetative into the flowering phase. Click on the “Vegetative” tab.

- Find the plant tags that you moved over into vegetative. Click and drag your mouse to select all the tags available.

- Click on the “Change Growth Phase” Button.
Step 5: Change Vegetative Plants to Flowering Phase (continued)

- When the pop up window appears you will see a list of the plants selected. At the top you will see a green area labeled “Template”.

- You can select the new phase, location, and change date in the template, click the green check box and it will fill in the info for all lines on the page.
Step 5: Change Vegetative Plants to Flowering Phase (continued)

Once the information has been filled in, scroll down and click on the green “Change Growth Phase” button.
Step 6: Harvesting your plants!

- Now that we have moved the plants to flowering, you can now harvest your plants. Click on the flowering tab.
  - In Metrc there are 2 types of Harvests: a partial harvest, called a Manicure, and a full harvest simply called a harvest.
  - In this example, we will do a full harvest. Click and drag your mouse over the plant tags then click “Harvest”.

![Image of harvesting interface in Metrc]
Step 6: Harvesting your plants!

- When the pop up window appears you will see a list of the plants you selected and a green template at the top. You can fill in the harvest name, unit of measure, drying location, and harvest date and then click on the green check marks to fill that information in for all plants at once.

- The only thing that must be manually put in is the wet weight of each plant.
Step 6: Harvesting your Plants!

In this example we will fill in the weight of each plant as 1,000 grams. Scroll down and fill in the 1,000 gram weight for each plant and then click on the “Harvest Plants” Button.
Step 7: Managing Your Harvest

- The plants have now been harvested. Click on the “Harvested” tab. You’ll see your “Scenario Harvest” listed with the total wet weight listed.
- We now need to record our waste.
- Click on the harvest to highlight it.
- Click on “Report Waste”.
Step 7: Managing Your Harvest

- When the window pops up, you will be able to enter the weight of the waste in your facility. For this example, we will type in 2,000 grams.
  - Remember that when you report waste against a harvest you are only reporting physical waste, not weight due to moisture loss.
- Select the waste type as “Plant material”. Select the waste date by clicking “Today”.
- Once everything is filled in, click on the “Report Waste” button.
Step 7: Managing Your Harvest

Next we will create a package against the remaining 14,000 grams in the harvest.

Click to highlight the harvest and then click on “Create Packages”.
Step 7: Managing Your Harvest

- The pop up window for package creation will appear. You can begin typing out a package tag number in the new tag column or click the magnifying glass icon next to the tag row. You can do the same with the item row as well. Select the Package date as today.

- Fill in the quantity from Harvest #1 as 5000 grams.

- Once the information is filled in, click on the “Create Packages” button.
Step 7: Managing Your Harvest

- You can now see that we have a packaged weight of 5,000 grams and our remaining weight in the harvest is 9,000 grams.

- Since we have no more physical material left in the batch, this 9,000 grams must be converted to moisture loss.

- To do that, click on the harvest to highlight it, then click on the “Finish” Button.
Step 7: Managing Your Harvest

- When the finish harvest pop up window appears, click on the “today” button, to fill in the date that you are finishing the harvest.
- Click on the “Finish Harvest” button.
Step 7: Managing your Harvest

- After finishing the harvest you will be returned to the harvested tab where you will no longer see the harvest you were working on.

- Finished harvests get moved to the “inactive” tab next to the “Harvested” tab.

- Click on the inactive tab to view the harvest you just finished.
Step 7: Managing Your Harvest

- You can now see the harvest you just finished. You’ll notice that there is now a column called “moisture loss” which shows the 9,000 grams that was remaining when we finished.

- This is how the system calculates moisture loss. Do not record your moisture loss as physical waste.
Conclusion

This concludes the Plant Creation/Harvest Metrc Experience Scenario.

Please remember that this scenario is not a substitution for knowing or understanding the rules. This scenario is only meant to demonstrate the functionality of Metrc as used by Oregon Recreational Marijuana Licensees.

For CTS functionality questions reach out to Metrc support:

- Phone: 1-877-566-6506
- Email: Support@Metrc.com

For CTS Compliance questions, reach out to the OLCC CTS compliance Team:

- Email: Marijuana.CTS@Oreon.gov
- Phone: 503-872-5190